

5.3.1 Questionnaire A: For Federal Programs and Services

Privacy Act Principle 1: Accountability for Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
1.1 Has responsibility for the PIA been assigned? Please indicate in the details column the name and position of the person responsible.	Yes			The PIA responsibility has been assigned to the Communications and Planning Officer
1.2 Has the custody and control of personal information been determined?	Yes			Internal to CCC
1.3 Has the accountability of the program custodian of personal information been documented?		No		
1.4 Are the performance requirements of the custodian set out in a measurable way and subject to performance and compliance reviews?		No		
1.5 Are third parties including the private sector involved in the custody or control of the personal information?		No		
1.6 If third parties or private sector parties are involved, do you have an agreement in place that establishes privacy requirements?			N/A	
1.7 If yes to 1.5, are the requirements of the <i>Personal Information Protection and Electronic Documents Act</i> applicable if the proposal involves the private sector?				
1.8 Will the department be provided with the results of regularly scheduled audits and compliance checks on the privacy requirements of all involved parties?			N/A	
1.9 Are the requirements for the Treasury Board <i>Policy on Privacy and Data Protection</i> being followed?	Yes			
1.10 Are there any requirements in program legislation or policies on the management of	Yes			

personal information that affect the proposal?				
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Discussion Points:

Privacy Act Principle 2: Collection of Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
<p>2.1 What is your authority to collect personal information?</p> <p>Please indicate the authority. If there is no authority, please consult with your legal advisor to determine if there is authority to proceed.</p>				Collection of personal information for registration to CCC's Annual Public Meeting
<p>2.2 Is the personal information collected directly related to an operating program or activity? s. 4</p>	Yes			
<p>2.3 Is personal information being collected directly from the individual? s. 5(1)</p> <p>If no, why not?</p>	Yes			
<p>2.4 Have the purposes for which the personal information is collected been documented?</p> <p>If yes, provide specifics. s. 4</p>	Yes			Personal information is collected for registration to CCC's Annual Public Meeting.
<p>2.5 Is all the personal information collected necessary to the operating program or activity?</p>	Yes			
<p>2.6 Is there notice at the collection stage that identifies the specific purposes for the collection, the authority for doing so and the individual serving as official contact? s. 5(2)</p>	Yes			
<p>2.7 Is the notice associated with the collection of personal information available and consistent across all mediums of collection? s. 5(2)</p>	Yes			

<p>2.8 Are secondary uses contemplated for the information collected? s. 7</p> <p>If yes, describe them in the details column.</p>	Yes			<p>In addition to registration, the Corporation may use the information collected to contact the individual or organization following the Annual Public Meeting to follow up on the event to thank participants for attending the meeting.</p>
<p>2.9 If personal information is to be used or disclosed for a secondary purpose not previously identified, is consent required? s. 7 & 8</p>		No?		
<p>2.10 If consent is not required for secondary purpose use or disclosure, is there authority for the use or disclosure? s. 7 & 8</p>	Yes			
<p>2.11 Is information anonymized when used for planning, forecasting and/or evaluation purposes?</p>	Yes			
<p>2.12 Is personal information collected from a public database?</p>		No		
<p>2.13 Will quality assurance or security activities result in the collection of additional personal information?</p>		No		
<p>2.14 Does the program or activity involve the collection through a common client identifier?</p> <p>If yes, provide details about the identifier.</p>		No		

Discussion Points:

Privacy Act **Principle 3: Consent**

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
3.1 Is consent obtained directly from the individual? If not, why not?	Yes			
3.2 How is consent obtained?				Through disclosure of information on the Annual Public Meeting registration form
3.3 Does consent require a positive action by an individual rather than being assumed as a default? s. 5, 7 & 8		No		
3.4 If yes to 3.1 is the consent clear and unambiguous?	Yes			
3.5 If consent is sought, is the form of consent likely to stimulate negative reaction (for example, opt-in or -out)?		No		
3.6 Can an individual refuse to consent to the collection or use of personal information for a secondary purpose, unless required by law?	Yes			Not stated at the outset
3.7 Would the refusal of an individual to consent to the collection or use of personal information for a secondary purpose disrupt the level of program service provided to the individual?		No		
3.8 Are standards and mechanisms in place to ensure that the individual has capacity to give consent? s. 77(1)(m)		No		
3.9 Are standards and mechanisms in place to ensure the recognition of persons authorized to make decisions on behalf of others (e.g. a minor or incapacitated person)? If not why not? s. 77(1)(m)		No		

Discussion Points:

Privacy Act Principle 4: Use of Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
4.1 What is your authority to use personal information? Please indicate the authority. If there is no authority please consult your legal advisor to determine the authority to proceed with the proposal.				To establish a list of registered participants and to follow up with relevant Annual Public Meeting-related surveys/questionnaires
4.2 Is personal information used exclusively for the purpose for which the information was obtained or compiled? s. 7 (a)	Yes			
4.3 Are the uses of the information limited to what a reasonable person would consider appropriate in the circumstances?	Yes			
4.4 Is personal information used for a purpose for which the information may be disclosed to the program by another institution? s. 7 (b)		No		
4.5 Are personal identifiers, such as a social insurance number, used for the purposes of linking across multiple databases?		No		
4.6 Where data matching, is it consistent with the stated purposes for which the personal information is collected?			N/A	
4.7 Where personal information is used for data matching, have the requirements of the Treasury Board Secretariat <i>Policy on Data Matching</i> been identified?			N/A	
4.8 Does the data matching activity require a notification to the Privacy Commissioner?				
4.9 Is there an activity log attached to the personal information record to record uses not in the Index of Personal Information			N/A	

Banks? s. 9(1)?				
4.10 Is personal information used for a consistent purpose that is not identified in a personal information bank? s. 9(4)		No		

Discussion Points:

Privacy Act Principle 5: Disclosure and Disposition of Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
5.1 Is personal information disclosed with the consent of the individual? S. 8(1)	Yes			
5.2 If personal information is not disclosed with consent, has the specific authority for disclosure been identified? s. 8(2) If there is no authority to disclose personal information, please consult your departmental legal advisor.				Disclosed with consent
5.3 Are personal identifiers, such as a social insurance number, disclosed?		No		
5.4 Is the personal information to be disclosed limited to the purpose of disclosure?	Yes			
5.5 Is personal information disclosed for a purpose that is not identified in a personal information bank? s. 9(4) If yes, what is the method planned for disposal?		No		
5.6 Will personal information be processed, disclosed or retained outside of Canada?		No		
5.7 Is there an activity log attached to the personal information record to record the purposes of disclosure not listed in the Index		No		

of Personal Information Banks? s. 9(1)?				
5.8 Is the personal information scheduled for retention and disposition? s. 6(1) & (3) If yes, identify where in details column.	Yes			Access to Information and Privacy Acts.
5.9 Where personal information is disclosed for data matching, have the requirements of the Treasury Board Policy on Data Matching been identified?			N/A	

Discussion Points:

Privacy Act Principle 6: Accuracy of Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
6.1 Will steps be taken to ensure that the personal information is accurate, complete and up-to-date? s. 6(2)	Yes			
6.2 Does the record of personal information indicate the date of last information update?	Yes			
6.3 Is a record kept of the source of the information used to make changes?		No		
6.4 Where applicable, is there a procedure, automatically or at the request of an individual, to provide notices of correction to third parties to whom personal information has been previously disclosed? S. 12(2)(c)			N/A	
6.5 Is there a record kept with respect of requests for a review of errors or omissions & corrections or decisions not to correct? s. 12(2)(b)		No		
6.6 Is there a clearly defined process by which an individual may access, assess and discuss or dispute the accuracy of the record? Please briefly describe the steps?		No		

Discussion Points:

Privacy Act Principle 7: Safeguarding Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
7.1 Has a Threat and Risk Assessment been completed?	Yes			
7.2 Have security procedures for the collection, transmission, storage and disposal of personal information, and access to it, been documented?		No		
7.3 Are program and information technology staff trained in the requirements for protecting personal information and are they aware of the relevant policies regarding breaches of security or confidentiality?			N/A	
7.4 Are there controls in place for any process to grant authorization to modify (add, change or delete) personal information from records?		No		
7.5 Is the system designed so that access and changes to personal information can be audited by date and user identification?		No		
7.6 Are user accounts, access rights and security authorizations controlled by a system or record management process?		No		
7.7 Are access rights only provided to users on a “need to know basis” consistent with the stated purposes for which the personal information was collected? s. 5(2)	Yes			
7.8 Are security measures commensurate with the sensitivity of the information recorded?	Yes			
7.9 Are there contingency plans and documented procedures in place to identify and respond to security breaches or		No		

disclosures of personal information in error?				
7.10 Are there documented procedures in place to communicate security violations to the data subject, law enforcement authorities and relevant program managers?		No		Presently, there are no documented procedures in place to communicate security violations, but relevant discussions will take place to establish a plan for future programs.
7.11 Is there a plan for quality assurance and audit programs to assess the ongoing state of the safeguards applicable to the system?		No		

Discussion Points:

Privacy Act Principle 8: Openness

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
8.1 Describe how the results of any privacy impact assessment or audit will be made available to the public.				Results will be posted online in conjunction with the registration information.
8.2 Are policies and practices relating to the proposal's management and handling of personal information available to the public?		No		
8.3 Is there a communications plan to explain to the public how personal information will be managed and protected?		No		
8.4 Is there a clearly defined and easy process for individuals to access such information and/or communicate with appropriate individuals with respect to policies and practices relating to management and protection of personal information?		No		
8.5 Where appropriate, have key stakeholders been provided with an opportunity to comment on the privacy protection implications of the proposal?			N/A	
8.6 Where appropriate, will public			N/A	

consultation take place on the privacy implications of the proposal?				
8.7 Has the personal information been included in a personal information bank? s. 10	Yes			Not yet but the application has been made

Discussion Points:

Privacy Act Principle 9: Individual's Access to Personal Information

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
9.1 Is the system designed to ensure that an individual can have access to his/her personal information including all other programs or applications that have received copies of the information? s. 12(10)		No		
9.2 Is the system designed to ensure that an individual has been notified that a correction to his/her information has been made?		No		
9.3 Are all custodians and participants aware of an individual's right of access and the complaint process?	Yes			
9.4 Are there documented procedures developed or planned on how to initiate privacy requests or requests for the correction of personal information? s. 12(2)		No		
9.5 Has consideration been given to providing individuals "routine" access to their personal information?		No		
9.6 Are individuals provided with access to their personal information in the official language of choice? s. 17(2)			N/A	
9.7 If appropriate, are individuals provided with access to their personal information in alternative format? s. 17(3)			N/A	

Discussion Points:

Privacy Act Principle 10: Challenging Compliance

Questions For Analysis	Yes	No	N/D or N/A	Provide Details
10.1 Are the complaint procedures for the proposed program or service consistent with legislated requirements? s. 29-35				We do not list any complaint procedures.
10.2 To improve information management practices and standards, has a procedure been established to log and periodically review the nature, frequency and resolution of complaints?		No		
10.3 Are there oversight and review mechanisms implemented or available to ensure accountability?		No		
10.4 Have oversight agencies, including the Office of the Privacy Commissioner, issued reports or opinions on issues that would be relevant to the proposal? If yes, please provide a summary of the above in the details column and append to final report.	Yes			Via the PIA application

Discussion Points: